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## CONFIDENTIAL

### SALARY AND WAGE DIVISION

#### ANNUAL REPORT

1 July 1963 - 30 June 1964

#### SECTION 1. Major Accomplishments and Developments During Fiscal Year 1964

The objective of the salary and wage administration program is to establish and maintain pay and organizational structures that are internally consistent, maintain comparability with Government and industry and achieve grade stability. External systems and practices are reviewed regularly in order to incorporate desirable changes into the Agency system.

Major accomplishments during the year included Agency-wide surveys to establish and maintain proper alignment and grading patterns; continuing review of staffing and development complements; maintenance of Career Service and component average grades; review and realignment of supergrade positions and ceilings; review and revision of the Occupational Handbook to cover changes in occupational structures; maintenance of the General Schedule system; development and maintenance of special pay systems, schedules, and policies for scientific, engineering and prevailing rate positions; review of organizational patterns to determine effectiveness and to determine employee utilization; conducting studies of grade and pay practices throughout industry and Government.

A statistical summary of major activities is as follows:

25X9A2

#### POSITION SURVEYS AND INDIVIDUAL ACTIONS

Workload - 23%

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<u>Organization</u>	<u>Number Surveys</u>	<u>Number Positions</u>	<u>Positions Audited</u>	<u>Descriptions Written</u>	<u>Positions Classified</u>
DCI	0				
DD/S	2				
DD/I	4				
DD/P	7				
DD/S&T	2				
TOTALS	15				

25X9A2

Positions surveys were conducted by reviewing Agency organizations to insure effective patterns and alignment and developing documentation consistent with current functions. Evaluation and classification was based on various standard techniques including ranking, internal comparison, comparison with standards and with positions throughout the Government and industry.

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS, S, C, G

NEXT REVIEW DATE:

AUTH: HR 70-2

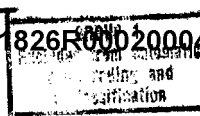
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**STAFFING COMPLEMENT REVIEW AND DISTRIBUTION**      Workload - 9%

<u>Organization</u>	<u>S/C Requests</u>	<u>S/C Changes</u>	<u>No. Positions</u>
DCI	18	18	<div style="border: 1px solid black; width: 80px; height: 100px; margin: 0 auto;"></div>
DD/S	155	168	
DD/I	41	61	
DD/P	187	181	
DD/S&T	5	4	
TOTALS	406	432	

25X9A2

The number of positions covered in staffing complement changes increased over the number for the preceding year resulting from many organizational changes throughout the Agency including the establishment of the DD/S&T and changes in many components within the Deputy Directorates.

**GRADE CHANGES ON STAFFING COMPLEMENTS**

<u>Organization</u>	<u>Proposed Upgradings</u>	<u>Upgradings</u>	<u>Downgradings</u>	<u>Net Change</u>
DCI	2	2	2	0
DD/S	90	72	165	- 93
DD/I	150	115	141	- 26
DD/P	160	132	305	-173
DD/S&T	65	47	24	+ 23
TOTALS	467	368	637	-269

The number of downgradings substantially exceeded the upgradings in contrast to the previous year when upgradings were +324, primarily as a result of the Executive Director's determination that the Agency average grade should be reduced to that of 1 July 1963.

**PLANNING PAPERS**

Workload - 2%

<u>Organization</u>	<u>No. Planning Papers</u>	<u>No. Positions</u>
DCI	3	<div style="border: 1px solid black; width: 80px; height: 100px; margin: 0 auto;"></div>
DD/S	14	
DD/I	6	
DD/P	24	
DD/S&T	1	
TOTALS	48	

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This heading covers all review of Planning Papers under  In some cases, no issuance was necessary because staffing complements remained unchanged. Issuances are covered under Staffing Complement Review and Distribution.

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### QUARTERLY CAREER SERVICE GRADE AUTHORIZATION

This function was transferred to the Statistical Reporting Branch of the Personnel Operations Division in September 1963.

AVERAGE GRADE MAINTENANCE					Workload - 2%
<u>Organization</u>	<u>Organization Grade</u>		<u>Career Service Grade</u>		<u>No. Career Services</u>
	1963	1964	1963	1964	
DCI	10.216*	10.380*	9.492	9.686	2
DD/S	9.315	9.273	9.640	9.503	8
DD/I	9.984	9.884	10.073	9.885	12
DD/P	10.163	10.146	10.069	10.050	1
DD/S&T	10.514	10.736	10.514	10.799	1
Agency	9.83	9.82	9.83	9.82	24

\*Includes components previously in DD/S

Average grade maintenance involved insuring that upgradings were compensated for, where possible, by corresponding downgradings and that uncompensated upgradings were appropriately justified.

PAY CHANGES (Prevailing Rate Positions)				Workload - 2%
<u>Position Category</u>	<u>Number Changes or New Schedules</u>	<u>No. Titles or Rates</u>	<u>New Titles</u>	
GA	5	18	0	
GP	9	67	0	
LB	1	22	0	
WB	6	136	0	
RM (Radio Maintenance)	0	0	0	
FN (Foreign National & Local)	7	24	1	
TOTALS	28	267	1	

These changes are made at irregular intervals based on wage surveys elsewhere in the Government or Foreign Service Local changes.

### POSITION STANDARDS, GRADING PLANS AND TECHNIQUES

Workload - 1%

<u>Number</u>	<u>Positions Covered</u>
2	100

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Standards were limited to the preparation of standard job descriptions and qualification requirements during the Fiscal Year.

**EXTERNAL WAGE AND SALARY DATA**

Workload - 4%

Number Documents

15

Number Wage Categories

500

This function involved securing information on pay and personnel practices in private industry and other Government agencies for general compensation purposes and for survey comparison. Documents collected included standards and guides, copies of position descriptions and pay plans and statistical information on pay fixing methods and procedures.

**SPECIAL STUDIES AND STAFF SERVICES**

Workload - 42%

1. A complete revision was made in the Agency Handbook of Occupational Titles and Codes and additional changes were made to provide for continuing modification in position structure.

2. A detailed study over a period of several months was made of the compensation plan and personnel practices of the [redacted] as a result of which a new pay system was developed. Studies were also made of the pay structures and systems [redacted]

25X1C4C

25X1C4C

3. Studies were made of positions proposed for supergrade level and changes were made in the supergrade structure.

4. A review of the comparability structure established under the Salary Reform Act was made to determine validity of pay levels.

5. A review was made of the problems involved in eliminating annual premium compensation in place of overtime as a result of the Court of Claims Decision of 15 November 1963 which restricts an agency's right to make such changes.

6. A review was made of the legal status relating to overseas allowances and differentials applicable to [redacted] other Agency components in [redacted]

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7. Advanced rate schedules were established for scientific, engineering and medical officer positions in the Agency to take effect on the effective date of Schedule Two of the Salary Reform Act.

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8. An OPM on improving supervision of Wage Board employees consistent with agreements elsewhere in the Government was developed.

9. A study was made of the appropriateness of raising rates for part-time employees of the Credit Union.

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10. A study was made of problems in administering [redacted] Local severance pay plans and a delegation of authority was developed for the Chief, [redacted] to administer such plans under specified controls.

25X1C4A

11. A study was made of compensation of managerial positions in Credit Unions and Savings and Loan Associations to determine adequacy of pay of the General Manager of the Northwest Federal Credit Union.

12. An OPM was developed on policies for controlling Agency average grade.

13. Regulations on Pay Administration and Position Evaluation were developed.

14. An Agency-wide review was made of headroom and appropriate reductions made to implement the Executive Director's requirement that the Agency average grade be reduced to that of 1 July 1963.

15. Numerous studies were made of industrial pay practices applicable to technical and professional positions.

16. A study was made of pay of clerical employees in industry as reported by the National Office Management Association and the Bureau of Labor Statistics.

17. Statistics were developed on a continuing basis relating to ceiling, grades, and staffing of components for use in the manpower control system.

Formal Training 2%

Other overhead - primarily leave 13%

SECTION 2. Objectives for Current Year and Status of Current Program  
(1 July 1964 - 30 June 1965)

#### POSITION SURVEYS

During the current year it is anticipated that additional surveys will be initiated in all components of the Agency. Estimated coverage for the current year is as follows:

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Organization

Number of Positions

DD/S Area  
DD/I Area  
DD/P Area  
DD/S&T Area  
TOTAL

25X9A2

STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

25X9A2 The annual review of staffing complements should equal or exceed that for the preceding year

PLANNING PAPERS

25X9A2 Planning Paper review should cover the total positions in the Agency - approximately  positions.

AVERAGE GRADE MAINTENANCE

25X9A2

The same number as for the preceding year is estimated  the DD/P area. Under directive of the Executive Director-Comptroller, up-gradings are required to be compensated by downgradings at approximately the same grade levels, thereby maintaining reasonable grade stability.

PAY CHANGES (Prevailing Rate Positions)

While this category varies, approximately the same number is estimated as for the preceding year - 28 changes affecting 250 titles or rates.

POSITION STANDARDS AND GRADING PLANS

25X9 There is less emphasis on this program since a large part of the work is covered under specialized comparison and ranking methods. An estimate is two standards affecting  positions.

EXTERNAL WAGE AND SALARY DATA

It is estimated that approximately the same number of documents, 15 affecting 500 or more wage and salary categories will be accumulated.

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## **SPECIAL STUDIES AND STAFF SERVICES**

It is estimated that special studies and staff services will continue as in the preceding year. The maintenance of changes in scientific and engineering pay schedules is a continuing function, an early change being imminent upon the passage of the new pay bill. In addition, continuing changes will be necessary in the Agency handbook, in regulatory material and studies relating to the various aspects of manpower control.

### **SECTION 3. Program Outlook for Budget Year (1 July 1965 - 30 June 1966)**

#### **POSITION SURVEYS**

Surveys will continue to be directed toward the goal of effective manpower utilization, the maintenance of current organizational documentation, effective grade alignment, and general grade stability.

#### **STAFFING COMPLEMENT REVIEW AND DISTRIBUTION PLANNING PAPERS AVERAGE GRADE MAINTENANCE**

Functions under these categories will be continued as previously in order to maintain organizations capable of effectively carrying out the varying administrative, technical and professional Agency functions.

#### **PAY CHANGES (Prevailing Rate Positions)**

It is anticipated that this function will continue essentially the same as in the past.

#### **POSITION STANDARDS AND GRADING PLANS**

Some additional coverage of position standards and grading plans will be required to secure adequate coverage of Agency positions.

#### **EXTERNAL WAGE AND SALARY DATA**

Accumulation of information and data of this type will continue to be an essential function.

## **SPECIAL STUDIES AND STAFF SERVICES**

Increased emphasis on the compensation aspects of manpower control and on the various details of pay, employee utilization and organization review and in the employment of pay systems and techniques is expected.

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